

Gloria Nkencho

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Profile/Career Objective:

➤ I'm a well presented, confident and a smart individual, who is keen on a career in the legal sector. I have a comprehensive understanding of what it takes to become a solicitor and sure to be a valuable resource to the firm. I seek a challenging and a rewarding position to contribute to efficiency and profitability of the firm.

Qualification

Blakestown community school.	Leaving Certificate	2013/14
	Junior Certificate	2011/12
Maynooth University	LWBI (Hons) Final Year	Present
	Year 1: 2.2 Honours	2014/15
	Year 2: 2.2 Honours	2015/16
	Year 3: Completed abroad	2016/17

Legal Work Experience.

Greenwich Legal Advice centre. **2016/17**

Position: Trainee Legal Advisor

Duties:

- Contacting Potential New Client and completing PNC forms.
- Drafting Referral Letters when necessary.
- Conducting client fact finding interviews under supervision of qualified solicitor.
- Undertaking legal research.
- Opening files for new clients.
- Drafting attendance notes and advice letters for every client.
- Aiding clients in completing Personal Independence Payment forms.
- Completing witness statements with clients for the national centre for domestic violence.

East London Family Court. **2016/17**

Position : Student Legal Advisor.

Duties:

- Attending court hearing with clients.
- Explaining court procedure for clients and filling out Domestic violence forms.

Non -Legal Work experience.

River Island

Position: sales assistants

Duties:

- Keeping my department clean
- Providing customer service

Arnotts : Aungier Danger

Position: Cashier and barista.

Duties:

- Serving customers
- Checking stock,
- keeping the shop tidy
- coffee making
- cashing out till.

Arc Hospitality.

Position: Cashier and waitress

Duties:

- Bar service,
- Cashing Tills,
- serving customer.
- keeping floors tidy.

Achievements:

- Winner of Young Enterprise Fingal
- Former Chairperson of blakestown community school student council
- Completed Trinity College Pathways to Law programme.
- Event Manager of Afro Caribbean society in Maynooth University
- First year class representative of Maynooth University.
- Vice President of Maynooth African Society.
- 3rd Year Representative for The Free Legal Advice Centre.
- Fetac level 5 in computer skills: Distinction.

Interests.

I enjoy socialising and organising events and outings. Cooking is one of my favourite pastimes. I play a variety of card games. I intermediate barista skills because I like making coffee art and I also enjoy swimming and badminton.

References available on request.